

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 28, 2016
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Cheryl TenBrink Lisa Godfrey, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: None

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of February 22, 2016*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending February 29, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending February 29, 2016.

Discussion: Director Rohrbaugh reminded trustees of the delay regarding the close estimate budget revisions. She stated it makes sense to wait until closer to the end of the fiscal year in order to make sure the estimate is as accurate as possible.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 29, 2016.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *Environmental Stewardship and Sustainability Policy*

Recommendation: Director Rohrbaugh recommended approval of the attached “Environmental Stewardship and Sustainability Policy” as a replacement for the attached “Environmental Policy” adopted November 23, 1992.

Executive Summary: We are gradually reviewing our board approved policies and recommending revisions as needed. Our environmental policy written 24 years ago reflected the environmental movement at that time and was more of a plan than a policy. Now it makes sense to adopt a policy that outlines our commitment to the environment; specific plans or goals would be included in our budget and / or action plan for any given year, not part of the policy.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE ATTACHED “ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY POLICY” AS A REPLACEMENT FOR THE ATTACHED “ENVIRONMENTAL POLICY” ADOPTED NOVEMBER 23, 1992.

Discussion: L. Godfrey stated the manner in which the library’s stance on environmental responsibility is stated in the new policy is very appropriate. President Caple said he appreciated that the policy was clear, yet flexible enough to allow for procedural changes without needing to be altered.

J. VanderRoest asked whether programming focusing on environmental sustainability and other opportunities to communicate with the community were implied by the new policy instead of being specifically mentioned. Director Rohrbaugh stated that was her belief, and reminded trustees that a large event with those goals in mind was coming up in March.

MOTION CARRIED 7-0.

B. Social Media Policy

Recommendation: Director Rohrbaugh recommended approval of the attached “Social Media Policy” as a replacement for the attached “Social Networking Policy for KPL Patrons” adopted May 23, 2011.

Executive Summary: Social media has changed considerably since the original policy was approved in 2011. Sites change frequently as new ones gain popularity and other ones lose momentum – it is no longer the norm to list specific sites.

We no longer review comments prior to publishing. In today’s social media world, such as Facebook, users post directly, not through a mediator. If a user adds an inappropriate comment on our post and it comes to our attention, we remove it as outlined in this proposed policy.

This proposed policy reflects the current social media world and hopefully is general enough to serve us well for some time.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED “SOCIAL MEDIA POLICY” AS A REPLACEMENT FOR THE ATTACHED “SOCIAL NETWORKING POLICY FOR KPL PATRONS” ADOPTED MAY 23, 2011.

Discussion: C. TenBrink asked who was monitoring comments for appropriateness. Director Rohrbaugh stated that was primarily the duty of Farrell and her Marketing & Communications staff.

President Caple asked C. TenBrink whether she thought that information should be supplied in the policy. C. TenBrink stated she didn't think it was necessary. L. Godfrey stated it would complicate things in the event of reassignment of that duty to a new or different staff member.

President Caple asked whether new & revised policies are shared with staff following board approval. Director Rohrbaugh stated that was the case and they will also be listed on our website.

MOTION CARRIED 7-0.

REPORTS:

C. Implementation of New Registration Policy – Sue Warner

Report: S. Warner began by reminding trustees that a taskforce was formed in November of 2014 to examine the possibility of making changes to the KPL registration policy, especially as it applies to children.

A specific goal of this taskforce was to explore ways to provide library cards to children whose current cards have become blocked with little chance of ever being able to clear them. Additionally, Kalamazoo Public Schools had asked about the possibility of instituting cards specifically for their students.

She reminded trustees that the work of the taskforce culminated in the creation of what is currently called the 'limited card' which was adopted as part of the registration policy in September of 2015. She stated six months have passed since that time and so far staff members have created 27 such cards for teens and eight for children. The card is not being actively promoted but is rather used as a tool by staff to assist in reinstating borrowing privileges for kids who need them.

She explained there are two boys who spend much of their free time in the Teen Room and were unable to access the public computers there due to the blocked status of their cards. Since signing up for limited cards, they have been able to use the library resources they desire and have begun to develop a positive relationship with staff in the Teen Room.

The other major change to the policy which accompanied the recommendations from the taskforce was the requirement that caregivers sign off on their children's cards when they are created. Some parents have inquired as to the need for this, but they are pleased to hear that it gives them access to information regarding their children's accounts.

Discussion: President Caple asked whether S. Warner was confident that in the cases of children acquiring limited cards it tended to be other family members, presumably parents, who were ultimately to blame for their original cards becoming blocked. S. Warner stated that was the case. President Caple asked if staff members had noticed the same type of abuse with the

limited cards. S. Warner said while there had been no such abuse, the limited cards only allow the borrowing of three items at a time.

C. TenBrink asked whether the boys who had become regulars in the Teen Room would most likely be around the following week during Spring Break. S. Warner said she assumed that would be the case. C. TenBrink asked how much time individual sessions on public computers last. S. Warner said patrons are allowed two hours.

Disposition: Trustees thanked S. Warner for her report.

D. Legislative Update – Diane Schiller

Report: D. Schiller began her report by giving an update on the legislation surrounding Senate Bill 571. She explained House Bill 5219, which sought to modify Senate Bill 571, was passed with language that was supplied by the MLA and expanded the type of language which could be used to discuss an upcoming millage during the sixty day period prior to the election. She stated there has been no news regarding the injunction which occurred in February in response to Senate Bill 571.

She then gave an update on the series of bills which alter the ways in which libraries interact with tax captures of public revenues stating it had not moved at all. She said there have been no meetings on the topic and none have been scheduled.

Discussion: L. Godfrey asked for details regarding the types of language now defined as acceptable language by the recently passed House Bill. D. Schiller stated acceptable sorts of language would now be defined as questions regarding ballot questions, the date of an election, or factual or neutral language regarding the proposed millage.

J. VanderRoest asked whether D. Schiller had a copy of the analysis of House Bill 5219 to share. D. Schiller stated she would forward the analysis to interested trustees.

L. Godfrey asked D. Schiller to continue to keep an eye out for information regarding open carry legislation. Director Rohrbaugh stated Jon Hoadley is holding a townhall meeting the following week for the purposes of discussing open carry and concealed carry legislation. She stated 160 chairs will be set up, additional security will be on hand, and staff will be monitoring the number of people in the room to comply with the fire code.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

B. Personnel Committee – No meeting. V. Wright reminded trustees that Director Rohrbaugh's annual evaluation is coming up soon and materials have been shared.

C. Fund Development and Allocations Committee – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Rohrbaugh began by drawing trustees' attention to a handful of specific items, the first of which concerned a variety of details from the Friends' March board meeting. She went on to explain that *Reading Together 2016* had just about wrapped up with the final event taking place the following week. She reminded trustees that the turnout for the Christina Baker Kline author visit was very impressive.

She then stated the Global Reading Challenge finale will take place Monday April 25th at Central Library. On a related topic, Literacy Night at Kalamazoo Public Schools was very successful and constituted a large effort on the part of KPL staff.

Director Rohrbaugh was very pleased to announce that Jason Reynolds will be returning to KPL on Wednesday, April 13th for an author visit. He had visited previously for the Youth Literature Seminar where he was very well-received.

Lastly, she provided an update on the user-experience study currently being undertaken regarding our catalog and website. Results are expected in the Spring.

Discussion: L. Godfrey reminded trustees that Public Media Network will be airing the Christina Baker Kline author talk from *Reading Together 2016*. L. Godfrey then asked who won the KPL Social Activities Committee's Chili Cook-Off. Director Rohrbaugh stated M. Cockrell had won the 'Best Overall' prize.

J. VanderRoest, in regards to an item concerning the annual testing of fire alarms, sprinklers, and exit lighting, asked whether all KPL locations are equipped with a panic button. Director Rohrbaugh stated that was the case.

V. Wright asked for the titles of some of Jason Reynold's books. Director Rohrbaugh and others stated All American Boys, and The Boy in the Black Suit are among his most popular titles. V. Wright stated she was excited for Jason's visit. She also congratulated S. Lindemann on her appointment to the Downtown Development Authority board.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey stated at a recent 'Rotary is for Reading' program concerning Kalamazoo organizations committed to literacy, S. Warner had served on a discussion panel and did an outstanding job.
- V. Wright said she had seen Christina Baker Kline speak prior to *Reading Together 2016*, and seeing her for a second time was just as good.
- C. TenBrink had no comments.
- K. Randolph stated Literacy Night was very enjoyable.

- R. Brown had no comments.
- J. VanderRoest had no comments.
- President Caple shared a comment regarding the Republican National Convention and the earlier discussion regarding open and concealed carry legislation. He said he had thought it was interesting that at the 2016 Republican National Convention there would be no guns allowed whatsoever.

X. EXECUTIVE SESSION

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 4:45 P.M.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 6:05 P.M.

XI. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 6:07 P.M.

X _____
Kerria Randolph
Secretary

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